To: District Superintendents, Charter Administrators, Tutoring Providers

From: Nancy Konitzer, Deputy Associate Superintendent
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Date: December 1, 2014

Subject: **FY15 State Tutoring Program New Announcement**

In accordance with *A.R.S. 15-241 R*: Pupils attending a school assigned a letter grade of D or F or a pupil who has failed to pass one or more portions of the Arizona instrument to measure standards test in grades eight through twelve in **_order to graduate from high school_** may select an alternative tutoring program in academic standards . . .

With the adoption of the new statewide assessment, AzMERIT modifications to the State Tutoring section of the statute will be required; however, the Spring 15 session will continue to accommodate the remaining AIMS testing and provide assistance for AzMERIT. The following program changes reflect our efforts for continual academic improvement and appropriate fiscal management. Please contact State Tutoring Grant Staff at statetutor@azed.gov for information regarding your specific LEA allocation for spring 2015, as grant allocations are now being determined. The State Tutoring Grant is offered on a first-come first served basis; and a finite amount of funding is available per round. Please note, when that amount has been encumbered, ADE will not be able to approve more grants. LEAs may contact the State Tutoring Grant Staff as early as **Wednesday, December 10, 2014** to discuss grant allocations for spring 2015.

Student Eligibility ****NEW****	• Students from cohorts 2014, 2015, & 2016 who have failed any portion of AIMS and are still required to pass in order to graduate **(AIMS)** • Students attending a school designated as "D" or "F" by the A-F School Accountability Letter Grade System **(AzMERIT and AIMS Science)**
Tutoring Hours/Group Size	• **Not to exceed 90 hours** for each eligible **student** per semester • Maximum group size of (**5 students to 1 tutor**); a tutor can work with an unlimited total number of students.
Tutoring Dates	**Spring session: January 12, 2015 – April 10, 2015**
Tutor Accounts	Once an on-line account is activated, that tutor **_may not_** transfer their account to another district, charter, or approved provider during an active round.

Grant Application Deadlines	Spring grant opens **December 10, 2014 and closes January 9, 2015** and must be approved by January 23, 2015.
Allocations	**The amount your school/LEA will be allocated will be based on prior years spending, and the needs of the current year's program. The cut score list will provide a baseline for the Spring 15 allocation. It is the intent of the State Tutoring Grant Staff to ensure that all LEAs applying for the grant in a timely manner receive an allocation; however, there is a finite amount of funds and when that amount has been encumbered, ADE will not be able to approve more grants.**
Hours Transfer	While all schools listed in the grant application must provide some tutoring, hours/funds can be transferred among participating schools within a district/charter. This is a local decision, so ADE does not need to be informed.
Schools with State Tutoring and On-site outside providers	If a school offers both a State Tutoring Program and permits outside provider(s) tutoring on-site, the parent of a participating student must choose one: the school's program or one of the approved-providers' programs. If a parent is dissatisfied, he/she can change programs. **The new tutor must complete another Certificate of Supplemental Instruction** (parent-tutor agreement) and notify the on-site program coordinator. The new tutor will register as a secondary tutor in order to enter data into the online system.
Grant Process in a nutshell ****New****	1) Complete a worksheet and school listing found on the State Tutoring website; **submit them with your application in GME** – you no longer have to email them 2) LEA grant applicants need to submit their application to GME via ADEConnect. Ensure the worksheet values match the application values 3) After approval, ADE will contact either the coordinator or principal for them to assign a login and password to tutors for our new State Tutoring website 4) Tutors log their hours on the **NEW** State Tutoring application located in ADEConnect and, once the term is over, payments are issued to the LEA matching the hours logged

AIMS High School Testing Dates (No makeup testing allowed) Reading, Writing, Mathematics			
Testing Date	**Content Areas**	**Approximate Times**	**Participation Guidance**
Spring 2015			Students on track to graduate by December 31, 2016, are permitted to participate in AIMS HS. Students who have an IEP or 504 plan participate in AIMS HS testing as determined by their IEP or 504 plan.
Monday, February 23	**Writing**	**3 hours**	
Tuesday, February 24	**Reading**	**2 hours**	
Wednesday, February 25	**Mathematics**	**3.5 hours**	

AIMS Science (No makeup testing allowed)			
Testing Dates	**Level**	**Approximate Times**	**Participation Guidance**
Spring 2015			Students in Grade 9 taking a life science course may test on AIMS HS Science. Students in Grade 10 test on AIMS HS Science unless they tested the previous year.
Monday, March 16 -	**Grades 4 & 8**	**2 hours**	
Friday, April 24	***HS Grade 9 or 10**	**2 hours**	
	***Students may only test on AIMS HS Science once.**		

AIMS A Science (No makeup testing allowed)		
Testing Window	**Grades**	**Content Areas**
February 15 – March 31	**4, 8, & 10 only**	**Science**

AzMERIT English Language Arts (ELA) & Mathematics			
Spring 2015 Computer-Based Test Window			
Testing Window	**Content Areas**	**Grades**	**Participation Guidance**
March 30 – May 8*	**ELA (Writing and Reading parts 1 & 2), Mathematics parts 1 & 2**	**Grades 3-8 and High School End-of-Course (EOC)**	Writing must be completed by April 24. Day 1 (ELA Writing) must be scheduled no later than April 24 and must be completed by April 24. Last day of testing must be scheduled no later than May 6. All make up testing must be completed no later than May 8. Students in the same grade within same school are **not** required to test on the same day.
Spring 2015 Paper-Based Test Window			
Testing Window	**Content Areas**	**Grades**	**Participation Guidance**
April 13 – April 24	**ELA (Writing and Reading parts 1 & 2), Mathematics parts 1 & 2**	**Grades 3-8 and High School End-of-Course (EOC)**	Day 1 (ELA Writing) must be scheduled April 13 or April 14. Last day of testing must be scheduled no later than April 22. All make up testing must be completed no later than April 24. Students in the same grade within same school **must** test on the same day.

Example of a grant application for $7,500

Function Code	Object Code	Amount	Description
Instruction 1000			
Salaries	6100	6206.25	Tutor stipends at $32.75/hr Alpha and Beta schools
Employee Benefits	6200	1293.75	Benefits without medical for tutors (17.25%)

Optional: Coordinator Stipend

Support Services 2100			
Salaries	6100	170.58	Stipend for a state tutoring coordinator (teacher) at Alpha School
Employee Benefits	6200	29.42	Benefits without medical for coordinator at (17.25%)

Tutor Qualifications
- Tutors **must** be highly qualified teachers as defined by ESEA.
- Tutors **must** provide copies of current HQ Attestations that demonstrate they are HQ as defined by ESEA in reading/language arts, mathematics, or special education.
- **When HQ tutors are not available**
  Principals or Providers should use the Tutor Verification form as a guide to determine if each tutor is qualified as an Exception and have transcripts.
  - Tutors for grade 7-12 students in mathematics: (a) 12 credits in mathematics and (b) bachelor's degree or college student.
  - Tutors for grade 7-12 students in English or Writing: (a) 12 credits in English/Language Arts and (b) bachelor's degree or college student.
  - Tutors for elementary school K-8 students or older special education students: (a) 12 credits in basic education content courses in English, social studies, mathematics, science and bachelor's degree or (b) enrollees in teacher preparation programs.
  - HQ instructional aide (per Section 1119 of ESEA) employed by a school district or charter school.

Supplemental Programs – Scheduling Tutoring
- Examples of supplemental programs are those after school, before school, during lunch, weekends, supplemental Fridays, evenings, intersession, **pullouts that do not remove students from core classes**, AIMS remediation "classes" with no more than 5 students during teachers' prep times (high school elective credit may be given).
- During non-teaching prep time with principal's permission.
- **Programs may not supplant regular instruction.**

Accountability
- Completed Certificates of Supplemental Instruction are required as the agreement between the tutor and the parent. Key pieces relate to parental contact, the skill/concept to be studied, and principal/administrator acknowledgement. Please use the document found at our website.
- For accountability purposes, the tutor will indicate online if and how the student showed academic improvement in that skill/concept. Written, oral, or other assessments can be teacher-made, district, or standardized tests determined by the tutor.
- The new State Tutoring fund online system is how the tutor registers students and enters session information. Use of this system is how ADE calculates actual amounts to reimburse the district/charter holder so that individual tutors can be paid.
- State Board of Education may remove a tutor if his/her students fails to meet the stated level of academic improvement (A.R.S. 15-241R) stated in Certificate of Supplemental Instruction.

Outside Providers
- Outside approved providers are posted at the ADE website. http://www.azed.gov/state-tutoring/approved-tutors/.
- Tutors who register with outside providers cannot simultaneously register and tutor for an LEA (or vice versa).
- The relationship between the school/LEA should be the following:
  - If a school/LEA chooses not to participate in the State Tutoring Program, it is under no obligation to advertise for providers approved under this RFP.
  - If a school/LEA does participate in the State Tutoring Program, they must inform parents about the availability of approved providers in the area.

The parent is responsible for contacting an outside provider. The Certificate of Supplemental Instruction authorizes the release of a student's records. Schools/LEAs shall not release names or other information about eligible students to providers without a signed Certificate of Supplemental Instruction.

Documentation to Keep
Ensure that documentation is available for monitoring to include the signed Certificates of Supplemental Instruction, attendance records that cover session dates, duration and students present (i.e., sign-in sheets), HQ Attestations, and backup documentation for all tutors related to their qualifications (i.e., transcripts).

Grant Process – More Details

1) Administration supplies and instructional supplies will not be allowed.

2) A stipend of up to **$200**, including benefits, per school site will be allowed to coordinate the program. A paid coordinator must be site staff.

Resources

The Tutor Verification form, the Certificate of Supplemental Instruction, list of outside providers, and cut score list can be found at: http://www.azed.gov/state-tutoring/approved-tutors/.

If you have any questions, please contact statetutor@azed.gov